

# DA&M/WHs SUMMARY SHEET

|   | TO         | ACTION | Signature and Date         | TO           | ACTION  | Signature and Date |
|---|------------|--------|----------------------------|--------------|---------|--------------------|
| 1 | WHS (A&PS) | COORD  | <i>Freeman 22 April 09</i> | CCS          | LOG IN  | <i>WHS 4-22</i>    |
| 2 | DA&M       | SIGN   |                            | CCS          | LOG OUT | <i>WHS 4/22</i>    |
| 3 |            |        |                            | COOR         | REVIEW  | <i>WHS 4/22</i>    |
| 4 |            |        |                            | Disposition: |         |                    |
| 5 |            |        |                            |              |         |                    |
| 6 |            |        |                            |              |         |                    |

Name of Action Officer:

Lenworth O'Reilly

Office:

WHS (A&PS) (AS)

Phone:

601-6148

Control Number:

N/A

Subject: Charter Renewal – Board of Visitors, Marine Corps University

Date:

## Summary:

- Pursuant to our DoD policy, Department of the Navy, Headquarters United States Marine Corps has requested that the charter for the Board of Visitors, Marine Corps University be renewed for two years (Tab B).
- Charters for federal advisory committees must be renewed every two years or the committee must cease operations; this holds true for both discretionary and non-discretionary advisory committees.
- The new charter for the Board of Visitors, Marine Corps University contains all current DoD GC and CMS guidance, and has been formally approved by both offices. All appropriate steps – DoD GC and CMS Review, Federal Register notices – have been taken. The current charter expires April 28, 2009; thus the earliest we can file the charter is April 29, 2009.
- At Tab A is a proposed DA&M memorandum advising the Assistant for Administration to the Under Secretary of the Navy (Secretariat Headquarters Human Resource Office) that the charter for the Board of Visitors, Marine Corps University is approved for renewal, and that the CMO will file the charter as required by statute; the charter must be filed with the Library of Congress, the CMS and the appropriate congressional oversight committees.

## RECOMMENDATION

- That the DA&M sign the proposed memorandum at Tab A.

*Freeman*

James D. Freeman II

Assistant Director, Administrative Services  
Administration & Program Support

2 Tabs

- Proposed DA&M Memo to the Assistant for Administration to the Under Secretary of the Navy (Secretariat Headquarters Human Resource Office)
- Department of the Navy, Headquarters United States Marine Corps Action Memo, April 13, 2009

*ASMD000416-09*



ADMINISTRATION AND  
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

MEMORANDUM FOR THE ASSISTANT FOR ADMINISTRATION TO THE  
UNDER SECRETARY OF THE NAVY (SECRETARIAT  
HEADQUARTERS HUMAN RESOURCE OFFICE)

SUBJECT: Charter Renewal – Board of Visitors, Marine Corps University

The charter for the Board of Visitors, Marine Corps University is approved for renewal. A notice will be published in the Federal Register announcing the Department's intention to renew the committee's charter. My Committee Management Officer, pursuant to 41 CFR § 102-3.70, will formally file the Committee's renewed charter with the Library of Congress, the General Services Administration, and the appropriate congressional oversight committees.

As the DoD Sponsor for this federal advisory committee, you are reminded that you are responsible for:

- (a) Ensuring that the Board of Visitors, Marine Corps University's Designated Federal Officer (DFO) attends all the meetings;
- (b) Ensuring that the DFO and the Board fully complies with all appropriate federal statutes and regulations, to include DoD Instruction 5105.04;
- (c) Providing adequate support to the Board and its membership;
- (d) Ensuring that the Board members are appointed according to DoD policy, and that they do not serve on the Board until all personnel and ethics paperwork has been processed by the appropriate offices;
- (e) Ensuring that neither the Board of Visitors, Marine Corps University nor the board's membership is unduly or inappropriately influenced by federal employees or any special interest;
- (f) Monitoring the implementation status of any recommendation adopted by the Department of Defense or the Congress, and ensuring that this information is available for future inquiries.

If you should have any questions, please contact my Committee Management Officer, Frank Wilson, at 703-601-6100.

Michael L. Rhodes  
Acting Director